

Message Text

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ACTION DRC-01

INFO OCT-01 EUR-12 ISO-00 OPR-02 A-01 L-03 PER-03 /023 W

----- 001449

R 301037Z JUL 75

FM AMEMBASSY BERN

TO SECSTATE WASHDC 1077

UNCLAS BERN 3146

E.O. 11652: N/A

TAGS: AINF, OGEN

SUBJECT: IMPLEMENTATION OF THE PRIVACY ACT OF 1974

REF: STATE 172353

1. AS REQUESTED BY REF, EMBASSY SUBMITS DESCRIPTIONS OF STATE DEPT. CONTROLLED FILES WHICH ARE RETRIEVABLE BY NAME AND WHICH MAY BE SUBJECT TO THE PROVISIONS OF THE PRIVACY ACT.

A. 1. ADMINISTRATIVE FILES.

2. ALL US GVT. EMPLOYEES IN BERN AND ZURICH, SWITZERLAND.

3. RECORDS CONCERNING IMPORTS, EFFECTS, HOUSING ARRANGEMENT, SALARIES AND CORRESPONDENCE WITH THE SWISS PROTOCOL OFFICE.

4. FEDERAL RECORDS ACT OF 1950.

5. NO OTHER AGENCY IS AUTHORIZED TO INSPECT THESE FILES, WITH THE EXCEPTION THAT INDIVIDUALS MAY ALWAYS INSPECT THEIR OWN FILE.

6. RECORDS STORED IN FILE FOLDERS WHICH ARE INDEXED BY NAME AND KEPT IN BAR LOCK CABINETS. THEY ARE RETAINED FOR THREE YEARS AFTER THE EMPLOYEE DEPARTS POST AND ARE THEN DESTROYED.

7. THE ADMINISTRATIVE OFFICER IS SYSTEM MANAGER.

8. INFORMATION RECEIVED FROM INDIVIDUALS CONCERNED, THE DEPARTMENT OF STATE, EMBASSY CONTRACTORS AND THE SWISS PROTOCOL OFFICE.

B. 1. SECURITY CASE FILES.

2. RECORDS CHECKS REQUESTED BY THE REGIONAL SECURITY OFFICER IN GENEVA ON INDIVIDUAL AMERICAN CITIZENS.

3. INFORMATION ON SUBJECT INDIVIDUALS FROM SOURCES WHICH RSO GENEVA REQUESTS EMBASSY TO CONTACT; E.G., SCHOOLS, EMPLOYERS AND POLICE DEPARTMENTS.

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4. FEDERAL RECORDS ACT OF 1950.

5. NO OTHER AGENCY IS AUTHORIZED TO INSPECT THESE FILES. ALL INFORMATION IS FORWARDED TO RSO GENEVA.
6. INFORMATION STORED IN FILE FOLDERS, INDEXED BY NAME AND KEPT IN BAR LOCK CABINETS. FILES ARE DESTROYED ONE YEAR AFTER INFORMATION IS FORWARDED TO RSO GENEVA.
7. THE ADMINISTRATIVE OFFICER IS SYSTEM MANAGER.
8. INFORMATION RECEIVED FROM RSO GENEVA AND FROM SOURCES CONTACTED AS REQUESTED BY RSO GENEVA.

C. 1. CITIZENSHIP REGISTRATION.

2. U.S. CITIZENS RESIDENT IN THE BERN CONSULAR DISTRICT.
3. RECORDS CONTAIN THE NAME, PLACE AND DATE OF BIRTH, PASSPORT DATA AND ADDRESS OF U.S. CITIZENS AS WELL AS NEXT OF KIN TO BE NOTIFIED IN THE EVENT OF AN EMERGENCY. THE RECORDS ALSO NORMALLY CONTAIN THE PERSON'S PHOTOGRAPH. THE RECORDS ARE VOLUNTARY AND ARE PREPARED BY AND SIGNED BY CITIZEN CONCERNED.

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5. THESE RECORDS ARE USED TO: CONFIRM AMERICAN CITIZENSHIP, RECORD CITIZENSHIP ACTIONS, NOTIFY NEXT-OF-KIN IN AN EMERGENCY, SERVE AS A BASIS FOR ANY EMERGENCY EVACUATION OF AMERICAN CITIZENS FROM SWITZERLAND. AUTHORIZED CONSULAR PERSONNEL AND PERSONNEL FROM U.S. INVESTIGATIVE AGENCIES HAVE ACCESS TO THESE RECORDS.
6. THE INFORMATION IS STORED ON 4 INCH BY 6 INCH FILE CARDS WHICH ARE INDEXED BY NAME AND HELD IN BAR LOCK CABINETS. THOSE CARDS INDICATING NO ACTIVITY FOR MORE THAN FIVE YEARS ARE DESTROYED.
7. THE CHIEF OF THE CONSULAR SECTION SERVES AS SYSTEM MANAGER.
8. ALL INFORMATION IS RECEIVED FROM THE LISTED INDIVIDUALS THEMSELVES.

D. 1. JUDICIAL ASSISTANCE FILES.

2. U.S. CITIZENS AND OTHERS WHOSE EXTRADITION HAS BEEN REQUESTED FROM SWITZERLAND BY THE USG, INFORMATION ON U.S. CITIZENS IMPRISONED IN SWITZERLAND AND INFORMATION REQUESTED BY THE USG FROM THE SWISS GOVERNMENT ON U.S. CITIZENS AND OTHERS WHO MAY BE SUBJECT TO LEGAL PROCEEDINGS IN THE UNITED STATES.
3. THE FILES CONTAIN COPIES OF MESSAGES BETWEEN WASHINGTON AND EMBASSY BERN AND THE SWISS GOVERNMENT CONCERNING THE SUBJECT.

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4. FEDERAL RECORD ACT OF 1950.
5. THESE FILES ARE AVAILABLE ONLY TO AUTHORIZED EMBASSY PERSONNEL. THE INFORMATION IS USED TO SATISFY THE REQUEST ORIGINATING WITH THE USG AND/OR TO INFORM RELATIVES OF IMPRISONED AMERICANS.
6. THESE RECORDS ARE STORED IN FILE FOLDERS, WHICH ARE INDEXED BY INDIVIDUAL NAMES OR BY TITLE OF COURT CASE. THEY ARE LOCKED IN BAR LOCK CABINETS. THEY ARE DESTROYED ONE YEAR

AFTER THE SUBJECT REQUEST HAS BEEN GRANTED OR REFUSED OR
THE IMPRISONED U.S. CITIZEN HAS LEFT SWITZERLAND.

7. THE CHIEF OF THE CONSULAR SECTION SERVES AS SYSTEM MANAGER.

8. SOURCES ARE MESSAGES FROM INTERESTED U.S. GOVERNMENT
AGENCIES (E.G., DEPARTMENT OF STATE, JUSTICE, SEC) AND
MESSAGES FROM THE SWISS GOVERNMENT.

2. THE OTHER FILES ARE MAINTAINED BY STATE DEPARTMENT EMPLOYEES AT
POST, IMMIGRANT VISAS AND PERSONNEL RECORDS. HOWEVER, BOTH OF
THESE FILES ARE MERELY DUPLICATES OF FILES HELD IN WASHINGTON AND
ARE, THEREFORE, NOT BEING REPORTED

3. OTHER AGENCIES AT POST ARE REPORTING, AS REQUIRED, DIRECTLY TO
THEIR PARENT WASHINGTON AGENCY.
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Message Attributes

Automatic Decaptioning: X
Capture Date: 01 JAN 1994
Channel Indicators: n/a
Current Classification: UNCLASSIFIED
Concepts: n/a
Control Number: n/a
Copy: SINGLE
Draft Date: 30 JUL 1975
Decaption Date: 01 JAN 1960
Decaption Note:
Disposition Action: n/a
Disposition Approved on Date:
Disposition Authority: n/a
Disposition Case Number: n/a
Disposition Comment:
Disposition Date: 01 JAN 1960
Disposition Event:
Disposition History: n/a
Disposition Reason:
Disposition Remarks:
Document Number: 1975BERN03146
Document Source: CORE
Document Unique ID: 00
Drafter: n/a
Enclosure: n/a
Executive Order: N/A
Errors: N/A
Film Number: D750263-0181
From: BERN
Handling Restrictions: n/a
Image Path:
ISecure: 1
Legacy Key: link1975/newtext/t1975075/aaaaaeno.tel
Line Count: 130
Locator: TEXT ON-LINE, ON MICROFILM
Office: ACTION DRC
Original Classification: UNCLASSIFIED
Original Handling Restrictions: n/a
Original Previous Classification: n/a
Original Previous Handling Restrictions: n/a
Page Count: 3
Previous Channel Indicators: n/a
Previous Classification: n/a
Previous Handling Restrictions: n/a
Reference: 75 STATE 172353
Review Action: RELEASED, APPROVED
Review Authority: hartledg
Review Comment: n/a
Review Content Flags:
Review Date: 03 DEC 2002
Review Event:
Review Exemptions: n/a
Review History: RELEASED <03 DEC 2002 by ThomasVJ>; APPROVED <03 FEB 2004 by hartledg>
Review Markings:

Margaret P. Grafeld
Declassified/Released
US Department of State
EO Systematic Review
06 JUL 2006

Review Media Identifier:
Review Referrals: n/a
Review Release Date: n/a
Review Release Event: n/a
Review Transfer Date:
Review Withdrawn Fields: n/a
Secure: OPEN
Status: NATIVE
Subject: IMPLEMENTATION OF THE PRIVACY ACT OF 1974
TAGS: AINF, OGEN
To: STATE
Type: TE
Markings: Margaret P. Grafeld Declassified/Released US Department of State EO Systematic Review 06 JUL 2006